

Business Operations 1 & 2
Scope & Sequence: Year 2

Semester 1		Semester 2	
Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>Technical Standards: 1.0, 12.0, 13.0, Professional Standards: 8.0</p> <p><u>Unit 1</u></p> <p>Ethical Behavior in the Workplace</p> <ul style="list-style-type: none"> • Demonstrate proficiency in using search engines and applying operators and filters. • Compare and contrast various methods of online storage and transfer of files. • Explain concepts of conflict of interest and intellectual property. • Evaluate reasons for keeping employer and customer information confidential and/or privileged. • Identify and describe use and misuse of company resources (e.g., using office for personal use, stealing office supplies, etc.). <p>Technical Standards: 1.0 Professional Standards: 5.0</p> <p><u>Unit 2</u></p> <p>Advanced Word Processing</p> <ul style="list-style-type: none"> • Create tables and lists. • Create and manage references (e.g., footnotes, endnotes, bibliography, citation, 	<p>Technical Standards: 2.0, 4.0, 8.0, 9.0 Professional Standards: 5.0</p> <p><u>Unit 3</u></p> <p>Advanced Presentation (PP, Sway, Etc.)</p> <ul style="list-style-type: none"> • Insert tables, charts, graphics, and media. • Apply transitions, animations, and timing. • Manage multiple presentations. <p>Technical Standards: 4.0, 9.0, 8.0 Professional Standards: 4.0</p> <p><u>Unit 4</u></p> <p>Business Meetings & Travel</p> <ul style="list-style-type: none"> • Create, format, organize, and manage messages. • Create and manage calendars, meetings, notes, and tasks. • Create and manage contacts and groups. • Prepare and assemble materials and documentation for meetings. • Prepare meeting facilities and equipment (e.g., reserve space, ensure technology is functioning). • Take notes and prepare meeting minutes and related documentation. 	<p>Technical Standards: 3.0, 6.0 Professional Standards: 2.0, 3.0, 5.0, 7.0</p> <p><u>Unit 5</u></p> <p>Management Skills</p> <ul style="list-style-type: none"> • Demonstrate proficiency in keyboard functions and keyboarding skills (minimum 40 wpm). • Compare and contrast the functions of management (i.e., planning, organizing, staffing, directing, and controlling) and their relationship. • Practice project management skills. • Explain the purpose of notarization and medallion/signature guarantee. • Prepare a physical mailing (e.g., labels, handwritten, postcards). <p>Technical Standards: 3.0 Professional Standards: 5.0</p> <p><u>Unit 6</u></p> <p>Advanced Spreadsheets</p> <ul style="list-style-type: none"> • Manage data cells and ranges • Create tables. • Perform operations with formulas and functions. • Create charts and objects. <p><i>*Technical Skills Assessments</i> <i>Industry Certification Testing</i></p>	<p>Technical Standards: 5.0, 11.0 Professional Standards: 9.0</p> <p><u>Unit 7</u></p> <p>Business Financial Practices</p> <ul style="list-style-type: none"> • Perform transactions to manage petty cash and banking procedures. • Maintain accurate balance sheets/ledgers. • Organize and tally receipts and proof work to prepare bank deposits. • Identify various forms of business payment options (e.g., credit card, pcard, checks, electronic transfers). <p>Technical Standards: 5.0 Professional Standards: 5.0</p> <p><u>Unit 14</u></p> <p>Database Basics</p> <ul style="list-style-type: none"> • Maintain and edit a database. • Identify queries. • Create forms. • Create reports. • Determine tables and fields.

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Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>table of contents, figure, and table captions).</p> <ul style="list-style-type: none"> • Insert and format graphic elements. 	<ul style="list-style-type: none"> • Select suitable lodging and transportation to arrange travel according to company policy. • Plan travel and meeting itinerary. • Prepare travel claims post-travel for reimbursement to traveler. • Apply knowledge of domestic/international time zones and currency exchange rates. 		